

NAF PERSONNEL OFFICE (NNSY)
NORFOLK NAVAL SHIPYARD PORTSMOUTH
VACANCY ANNOUNCEMENT

2/6/04

Does not confer to Civil Service Status

POSITION: **MAINTENANCE WORKER**

ANNOUNCEMENT # **SY 28-04**

Grade: NA-4749-05/06/07

Salary: \$8.67-\$10.33

LOCATION: MWR Department, Common Support/NSA
Portsmouth, VA 23709

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Responsible for performing general maintenance, repairs and/or alterations to such items as doors, floors/floor covering, walls, ceilings, windows, electrical switches and set up of canopies and supplies. Minor plumbing repairs and replacements such as unclogging drains, replacing defective parts of units of utility, supply and disposal systems. May be required to install water heaters, garbage disposal units, faucets and sinks. Make minor electrical repairs to switches and boxes. Carpentry assignments typically include measuring, cutting constructing or repairing wood or wood substitute items. Standard coating methods of painting such as brushing, rolling and spraying, according to specific directions and by the application of coating techniques that insure surfaces are fully coated, protected and free from drips and runs. Transporting equipment to include loading and unloading of materials to the assigned job site. May assist with set-up/break down of events or special projects. Performs other related duties as assigned.

QUALIFICATIONS: Two years working experience that demonstrates knowledge in the fields of plumbing, carpentry, painting and minor electrical maintenance. Must have skill in the safe use of a variety of basic hand tools, portable power tools and use of small construction equipment (scaffolding, tractors, trucks, etc). Must have the ability to manage multiple priorities and respond quickly and effectively to changing program needs and regulations. Must have strong interpersonal and communication skills, verbal and written to be able to evaluate and provide reports on work in progress. Must possess considerable judgment in interpreting and applying policies, regulations, and procedures.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour, which may include weekends, holidays and seasonal work. Must possess and maintain a valid state driver's license, as travel to other site within the region is required in the performance of normal duties.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, Building 1559-A, Scott Center Annex, Norfolk Naval Shipyard, Portsmouth, VA 23709.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)